


<p style="text-align: center;">ARIZONA Department of Emergency and Military Affairs</p> <p style="text-align: center;">POLICY LETTER</p>	POLICY LETTER NO. 10.06	
	DATE 7 Jul 99	OPR DEMA/JP-P
SUBJECT: DEMA Legislative Initiatives	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. It is the policy of this Agency that proposed legislation will be reviewed by legal staff and receive my prior approval. This letter announces the procedure to be followed when it is determined that a need exists to propose or amend legislation. The Director, Joint Programs (DEMA/JP) will coordinate these activities on my behalf.
2. Each Division Director will discuss the need with The Adjutant General, apprising him of the benefit of proposed legislation. If approved to proceed:
 - a. Prepare and submit a position paper to include statutes impacted and verbiage required.
 - b. Determine fiscal impact, if any, on state, cities, counties, or other political sub-divisions. In coordination with the Department Budget office, compute an estimated fiscal impact for a period of three years, using formats provided by the budget office.
 - c. Only officials of this agency who I have designated in writing as a lobbyist will carry the bill through the legislative process.
3. All lobbying activity will conform to statutory requirements. DEMA/JP is responsible to register all authorized lobbyists and file the required reports with the Secretary of State.


 DAVID P. RATACZAK
 Major General, AZ ARNG
 The Adjutant General